

**San Jacinto College District Board Workshop
March 5, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer College Personnel: Ann Kokx-Templet, Mandi Reiland, Steve Trncak, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:16 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 and 551.074 of the Texas Open Meetings Act, for the following purposes: Personnel Matters & Prospective Donation	Adjourned to closed session at 5:18 p.m. a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Ann Kokx-Templet, Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:08 p.m.
V.	SACSCOC Reaffirmation Update	Brenda Hellyer informed the Board that Laurel Williamson and Chris Duke were at the workshop to provide an update on the SACSCOC Reaffirmation. She thanked all of the employees that have contributed to the College's report.

		<p>Laurel Williamson introduced Chris Duke to the Board and explained the process and steps that were taken to get the SACSCOC reaffirmation report completed.</p> <p>Laurel informed the Board that we were caught in the middle of SACSCOC moving from one set of standards to a new set of standards. She explained the new standards went into effect in January, and the College had the choice of writing our report against the old standards or the new standards. We chose to write against the old standards. She explained that this will require us to write to several new standards in preparation for the on-site committee.</p> <p>Chris Duke thanked Ann Pearson for all of her help with the process and report. He presented on the Reaffirmation of Accreditation of San Jacinto College and explained the accreditation process, who is on a peer review team, and why the College needs accreditation. He covered the Quality Enhancement Plan (QEP) and QEP Steering Committee and presented the timeline for the SACSCOC accreditation. He stated the College will receive a report back explaining what standards are in compliance and which ones are non-compliant. At that point, we have four months to provide a response.</p> <p>Marie Flickinger asked if SACSCOC can have recommendations. Chris responded the off-site committee will tell us if we are compliant or not, and we can provide additional evidence to meet the gaps that they have identified. The final recommendations will come from the on-site committee in October.</p> <p>Brenda informed the Board members that the committee members will want to do an interview with some of them. The SACSCOC On-Site Review Committee visit is on the Board's calendar.</p> <p>Chris covered the Off-Site Review Committee and explained the three types of feedback.</p> <p>Chris stated that the consultant hired by the College commented that the College's mission statement does not appear to be specific to the institution. No changes are proposed at this point pending comments from the review committee.</p>
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<p>VI.</p>	<p>Review of Board Bylaws and Proposed Changes</p>	<p>Brenda covered final recommended changes to the Board Bylaws. Keith Sinor and Dan Mims helped review these changes. Brenda informed the Board members about the changes that were noted in track changes.</p> <p>Brenda left the time requirement for application of citizens to be heard at ten minutes prior to the Board meeting. This met the expectation by the Board to best accommodate requests from citizens and provides an adequate time for staff to manage the sign-in.</p> <p>The Board did not have any concerns with the changes.</p>

		<p>Brenda informed the Board there is an action item on these changes, and they will be effective after approval at the Board meeting.</p>
VII.	Review Budget Development Timeline	<p>Teri Zamora reviewed the Budget Development Timeline handout with the Board members.</p> <p>Teri explained that in April and May, she will be developing the estimate revenue scenarios for 2018-2019.</p> <p>She stated that she met with personnel from Harris County Tax Office, and we are probably looking at a flat tax base. She will know more by April 30.</p> <p>Teri provided an overview of the timeline for budgeting expenses. In February and March, the lowest level budget manager reviews and revises, working within existing level of budget for both employee positions and operating funds. Managers will be provided with three year history of budget vs actual for the accounts under their budget authority. Managers may also articulate formal requests for personnel and for operating funds in excess of their current level of funding.</p> <p>In April, revised budgets, along with budget request for new personnel and operating funds, will be reviewed by various levels of leadership, resulting in a formal budget recommendation and increased needs requests coming from each Strategic Leadership Team member. She added that the SLT members will have a retreat on May 16 to review and prioritize all of these requests.</p> <p>Teri explained on June 7 the SLT will conclude their final review and approval on what should be recommended to the Finance Committee meeting in June and the full Board in July.</p> <p>Brenda suggested merging the June Building and Finance committee meetings and holding a workshop to cover the budget with all of the Board members prior to approval, which is anticipated at the July Board meeting.</p>
VIII.	Review of Calendar	<p>Brenda reviewed the calendar with the Board.</p>

IX.	General Discussion of Meeting Items	Brenda asked the members if there were any additional items for discussion. Larry had a question regarding the Policy on Use of College Owned or Leased Vehicles. Larry will email question to Brenda.
X.	Adjournment	Workshop adjourned at 6:55 p.m.